

## **ELECTRONIC MEMORANDUM**

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: August 2, 2007

SUBJECT: E-Recruiting Section Added to OHR's Web Site

As you are aware, the Office of Human Resources (OHR) is preparing to implement our new statewide E-Recruiting System on September 12, 2007. Throughout the past six weeks, most state agencies have participated in the E-Recruiting Training. During the training sessions, a number of agencies requested electronic versions of the training materials presented in those sessions. To make it easier for all agencies to access this information, OHR has added an E-Recruitment section to our website.

The E-Recruitment webpage contains valuable tools to assist agencies with training the rest of the human resources staff who will need to use this system beginning on September 12, 2007. The training materials are also a good reference guide for agencies to use. The following is a list of materials located at: [www.ohr.sc.gov/OHR/OHR-erecruitment.phtm](http://www.ohr.sc.gov/OHR/OHR-erecruitment.phtm).

- E-Recruitment FAQ's
- Presentation on NEOGOV, South Carolina's New E-Recruiting System
- NEOGOV Glossary
- The Recruitment Lifecycle
- Training Guide (updated on 8/1/07)
- Instructions for Getting Applications to Hiring Managers during Phase I
- Practice Activity
- Supplement to the Training Guide on Scoring (Advanced Feature)
- The Complete NEOGOV Filtering Guide (Advanced Feature)
- The Complete NEOGOV Scoring Guide (Advanced Feature)

If you have any questions regarding the new E-Recruiting system, please call your HR Consultant at 803-737-0900.